

EMERGENCY MEDICAL TECHNOLOGIES INSTRUCTOR

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs difficult technical and responsible administrative work assisting with the training of emergency medical services personnel; does related work as required. Work is performed under general supervision. Supervision may be exercised over emergency medical services instructors.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Preparing, coordinating and providing emergency medical services training programs; preparing and maintaining appropriate records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Prepares, schedules and coordinates all EMT Basic courses in accordance with the DFES Training Division.
- Schedules part time temporary assistance EMT instructors to assist in practical education; teaches CPR.
- Administers EMT training programs through the VA office of Emergency Medical Services and acts as the primary instructor of record; teaches high school programs and evening programs.
- Prepares and provides statistical reports to the Training Captain; assists the Training Captain in maintaining training records of all personnel.
- Assists in maintaining training records.
- Evaluates staff to ensure compliance with policies, rules, regulations and statutory requirements.
- Works with the local hospital staff development division to coordinate public private partnership education and quality assurance programs.
- Coordinates the Schools Student Cooperative program where the students earn credits by working with volunteer fire rescue companies as they would another job.
- Coordinates High School Student EMT "Emergency Medical Response Team" which respond to accidents on campus during school hours, such as falls, chain saw accidents, etc.
- Assists the Training Captain as needed with the new Volunteer Fire Rescue Orientation program; assists the Training Captain as needed with training and education for Evacuation Shelter programs and Public Education.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of emergency medical services training programs, practices and procedures; thorough knowledge of emergency medical treatment and advanced life support methods, procedures and equipment; thorough knowledge of laws and regulations pertaining to emergency medical services; ability to plan effective basic and in-service training and staff development programs; ability to express ideas effectively, orally and in writing; ability to establish and maintain effective working relationships with volunteer EMS staff, medical agencies and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by emergency medical and paramedic training and considerable experience in emergency medical services including some training experience.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, kneeling, reaching, standing, walking, pushing, pulling, lifting, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, hazards, atmospheric conditions, and wearing a respirator. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of Virginia Emergency Medical Technician Instructor, CPR Instructor and schools teaching certificates. Possession of certifications as a paramedic preferred.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.